

DD/A Registry

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FEB 1982

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM: [REDACTED]
Director of Security

SUBJECT: Equipment Used Overseas for the
Emergency Destruction of Records [REDACTED]

FEB 9 4 04 PM '82

1. Recently you raised a question regarding the types of emergency destruction equipment currently in use overseas. We are currently using four basic types of equipment: incinerators, disintegrators, shredders, and sodium nitrate drums. While all of this equipment is effective, there are certain limitations associated with the use of each particular type. For example, [REDACTED]

[REDACTED] Attached is an outline of the capabilities and limitations of our current destruction equipment inventory. [REDACTED]

2. In cooperation with the Directorate of Operations we have recently completed a series of practice emergency destruction exercises. Of the [REDACTED] stations or bases originally requested to participate, [REDACTED] facilities actually completed the exercise. During the course of the exercise all of the previously mentioned types of destruction equipment were used except the sodium nitrate drums. The typical station utilized at least two types of equipment, e.g., an incinerator and a shredder or a disintegrator and a shredder. While approximately two-thirds were able to complete emergency destruction within their projected time frames, approximately one-third of the stations exceeded their projected destruction time by [REDACTED] or more. Practically all of the participants experienced difficulties but all of these difficulties seemed to be caused by factors such as unfamiliarity with the operation of the equipment, improper maintenance of the equipment, or improper installation of the equipment. In our analysis, none of the problems experienced were due to any fundamental mechanical failures. [REDACTED]

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3. Various factors continue to impact on our destruction program. Incinerators are the most efficient, but due to issues such as environmental restrictions, user acceptance has dramatically reduced in recent years. Disintegrators, while effective, require skilled feeding and close attention to periodic maintenance. Shredders are widely accepted but they have a limited capability and also require skilled feeding.

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I think the lessons to be learned from this are that destruction plans must be simple and overseas personnel must be familiar with both the plan and the operation of available types of destruction equipment. Most importantly, if our destruction plans are to succeed, paper must be kept to an absolute minimum at all of our stations.

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Attachment

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